

**JOB DESCRIPTION  
MURFREESBORO POLICE DEPARTMENT  
POLICE CHIEF**

**1.     JOB TITLE:           POLICE CHIEF**

**2.     DEFINITION:**       The Police Chief is an executive employee skilled in problem solving and personnel management who is responsible for the efficient and orderly operation of the Police Department. The Police Chief is responsible for the day-to-day operations of the Department. The Police Chief supervises work performed in connection with all aspects of the police operation, including, but not limited to the prevention, reporting, investigation, prosecution and analysis of crime. The duties of this job include the supervision and enforcement of all rules, regulations, general orders, and policies and procedures of the Police Department and the City. The Police Chief provides information, orally and in writing, to superiors and subordinates as requested or as needed. The Police Chief is responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.

**3.     EQUIPMENT/JOB LOCATION:**

- a.     The employee must be capable of safely operating all law enforcement and office equipment including police vehicles with all emergency equipment, mobile radios, hand-held radios, cassette recorder, still camera, in car video camera, copy machine, fax machine, telephone, computer and peripherals, audio visual equipment, and both lethal and non-lethal weapons such as pistols, rifles, shotguns, ASP baton, and OC pepper spray.
- b.     The job location is in the Murfreesboro Police Department. Work is generally performed in a smoke free environment. The work must be performed in all kinds of weather conditions and while exposed to dangerous conditions and situations.

**4.     ESSENTIAL FUNCTIONS OF THE JOB:**

- a.     Manages all aspects of the Police Department operation, including, but not limited to, employment, promotion, policy development, counseling, discipline, litigation and termination recommendations.
- b.     Provides periodic reports to the City Manager on Department events as they may develop.
- c.     Reviews and approves all Departmental requests for training and travel, purchase orders and requests for payment, Supervisor's Event Reports, Drug Fund purchases, proposals for grant applications, and bid specifications and requests for proposals for all Department purchases.

- d. Constantly strives to improve Departmental operation through training and professional development opportunities for subordinates and to strengthen Departmental relationships with the community, and encourage positive public relations.
- e. Approves the agenda for and moderates command level and supervisory staff meetings.
- f. Initiates, reviews and approves the preparation of official correspondence to higher officials, subject to publication for legal review, concerning Department business and activities.
- g. Assists all City department heads and assistants regarding daily governmental operations which involve the Police Department.
- h. Responds to events involving police personnel on a twenty-four (24) hour basis, including, but not limited to: accidents and injuries of police personnel, use of force incidents and Special Operations (S.O.U.) activations.
- i. Delegates appropriate responsibility for planning, organizing, directing, staffing, and evaluating subordinate personnel throughout the Department.
- j. Conducts, or causes to be conducted, interviews of eligible applicants for employment and recommends testing and evaluation of same.
- k. Conducts, or causes to be conducted, interviews of eligible applicants for promotion and recommends testing of same.
- l. Presents information and requests, including the annual Department Budget, to the City Manager, Mayor and Council for consideration and approval.
- m. Recommends, and upon approval, directs the implementation of new programs and initiatives to enhance and improve Department operations and public support.
- n. Initiates and directs the development and implementation of Departmental policies, including General Orders; provides input regarding the development of City Employee Handbook policies as requested.
- o. Reviews and approves changes to the department organization structure as depicted in the organizational chart.
- p. Employs leadership by example as a motivational tool for all subordinates.
- q. Employs a visionary approach to planning for the future.
- r. Directs the preparation of the annual budget by requesting divisional and section budget drafts and editing the final budget as submitted to the City Manager, and oversees annual expenditures for the Department.
- s. Directs the initiation of internal investigations as required.
- t. Anticipates problems and implements preventive measures and solutions.
- u. Empowers the Deputy Police Chief, Assistant Police Chief, Division Commanders and Section Leaders to empower subordinates.
- v. Builds constructive relationships with all employees and supervisors.
- w. Works to maintain an acceptable level of employee morale.
- x. Tours the City on a regular basis to keep informed on problem areas in order to recommend or direct appropriate problem-solving action, and Inspects or causes to be inspected all police installations, equipment and employees within each division on a regular basis.

- y. Works various shifts as needed to supervise work performance and review activity of subordinates, with occasional overtime and holiday work required.
- z. Communicates effectively with both the general public and subordinates.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Performs other duties and special projects as assigned

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must have been a certified law enforcement officer for at least ten (10) years; current certification under Tennessee Code Annotated 38-8-106 desirable.
- b. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- c. Be a citizen of the United States.
- d. Submit to and pass drug and alcohol screening.
- e. Must be a high school graduate or possess equivalent; college degree, preferred.
- f. Must have at least ten (10) years of law enforcement experience including at least three (3) years of command level rank and responsibilities; Murfreesboro Police Department rank of Police Captain or higher or its equivalent.
- g. Must not have been convicted of, pleaded guilty to or entered a plea nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty gambling, liquor or controlled substances. (While these are absolutely disqualifying, other violations of the law must also be disclosed and may result in non-selection.)
- h. Not have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.
- i. Has the ability to understand and accurately and appropriately enforce City ordinances, State, and Federal laws.
- j. Has the ability to initiate the development of, as well as understand and accurately and appropriately enforce, Departmental rules and regulations.
- k. Possesses a high degree of awareness of and sensitivity to the cultural diversity of the community.
- l. Has the ability to provide exceptionally effective supervision to subordinates in all aspects of police work.
- m. Has successfully completed a program of advanced law enforcement education such as the Federal Bureau of Investigation (FBI) National Academy, or a comparable program.
- n. Has successfully completed management training deemed necessary and appropriate for this position.
- o. Has the ability to prevent and handle stressful, dangerous and emergency situations.

- p. Has the ability to perform the duties of the job for an entire workday.
- q. Possesses temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- r. Possesses excellent communication skills, both written and oral.
- s. Has the ability to direct the research, development, planning and implementation of Departmental programs at present and in the future.
- t. Has the ability to maintain highly constructive relations with all Departmental personnel, as well as other law enforcement and governmental agencies.
- u. Has the ability to serve and to appoint employees to interdepartmental and community committees.
- v. Has the ability to assist the City in the defense of litigation against the Department and the City in general, and serves as the Department representative in such matters as requested.
- w. Has the ability to handle highly sensitive information and keep such information confidential in a lawful manner.
- x. Displays exemplary behavior, diligence to duty and outstanding job performance.
- y. Possesses an operational knowledge of the functions of all divisions of the police operation.

**Exempt  
Safety Sensitive  
May 13, 2005**